

Section A: PHILOSOPHY AND PROGRAM DESCRIPTION

1. Aims and Goals

Pink Elephant Childcare Society, formerly known as the Ukrainian Playschool and Daycare Society, was established in 1979. The original intent was to promote a Ukrainian setting in a daycare and playschool framework. It was designed to specifically meet the needs of children and their parents, keeping the Ukrainian heritage in mind.

At Pink Elephant, our first priority is excellent childcare. We aim to provide a safe, warm and nurturing environment for the children in our care. We are a “home away from home”. We build a community that recognizes the needs of each child and offers a variety of activities in a positive learning environments. Throughout the year, children are involved in the activities that promote learning, respecting and appreciating many different cultures, religions and ethnic backgrounds. Ukrainian culture is incorporated into this program, with activities such as baking Easter bread, decorating Easter eggs, and participating in Christmas and Easter blessings. We also celebrate Canadian Holidays such as Thanksgiving, Halloween, St. Valentine’s Day and St. Patrick’s Day.

Pink Elephant Childcare centre acts as a feeder program to St. Matthew School, for both the English and Ukrainian programs. The Out-of-School (OSC) program maintains the multicultural program of the Centre and the children are involved in different cultural activities.

2. Objectives

The objectives of the activities in Pink Elephant Childcare programs are as follows:

1. **Exploration** – to explore the environment and the way children relate to environment, while creating an interest in the world around them through activities such as field trips and independent discovery.
2. **Develop Creativity** – to allow children to develop their own creativity, self-expression and independent thinking.
3. **Build Self-Esteem** – to encourage participation and problem solving, to understand each child’s needs and to treat each child as a unique individual.
4. **Develop Cognitive, Social, Physical Skills** – to provide the learning situations and opportunities for discovery; to provide learning opportunities such as field trips, community experiences, social interaction, appropriate and safe access to computers, and other enrichment activities to become familiar with our society.
5. **Develop Muscular Coordination and Strength** – to provide gross and fine motor skills activities during indoor play, outdoor play and gym time.

In all activities we promote and maintain a safe environment and create opportunities for the child to develop and grow in a positive manner to reach his/her fullest potential.

3. Program Variety and Balance

In order for the Centre to meet the needs of the whole child, we provide a balanced program. Our program includes a variety of activities designed to promote the overall growth of the individual child.

A. Effective Planning - develop programs that meet teacher needs and of our students. Clear goals and objectives, use resources, either people or materials.

Effective planning follows a four – step process: assessing, planning, carrying out, and evaluating.

- always have an alternate plan
- assess, plan, carry out and evaluate
- identify resources
- involve the children
- include transition time

B. The Environment should offer a child friendly environment.

- Warm atmosphere
- Colorful
- stimulating objects
- Multiple divided play areas

C. Activity Plan – requires daily schedule planning.

D. The Before- School Component – should keep the lights low, have quiet music, game and activities that require little thought or action on the part of the child

- prepare children for school
- calming influence
- quiet activities
- low energy
- snack available

E. The After School Component – staff work to help children release energy in safe and creative ways

- release children's energy
- variety of activities (physical and quiet) available
- snack available
- check-in with each child

F. Program Consistency - children and staff react well when they know what they are to expect.

- develop and follow routines
- Children should know what to expect
- allow flexibilities for special events

G. Learning Centres – (self-directed activities) – the activities may coincide with the weekly theme or focus on a specific learning area (math, science or art).

- Change activities frequently

- Children able to complete activities on their own
- Base activities on a theme or specific learner outcome.

H. Theme – develop daily and weekly themes.

- change themes often
- develop themes around the interests of the children
- develop themes from current events and holiday

I. Partnerships with Community Organizations – the children will develop effective skills that they can carry into their adult life

- benefit children and community
- children develop pride for their community
- opportunity to develop positive relationships with adults

J. Child Development – the goal of the activities should include development enhancing exercises.

K. Children with Special Needs – The individualization of activities and how to assess and work with individual need.

a) Individualizing activities – to ensure that all children have an opportunity to participate in the activities you will need to think of ways to modify teacher original activity plan. Not all children need to be reaching the same goals.

b) How to work with the individual needs of the child – it is essential that all people involved with the child collaborate together and develop goals that the child is working toward. Each child will need to have a specialized plan because their needs will be met in different ways.

- Individualize program for children with special needs
- Develop individual goals for special needs children
- Each child is successful when they reach individual goals
- Include special needs children as part of the group
- Collaborate with everyone involved with the child when making goals.

L. Enhancing the Self – Esteem of children

- make each child aware that he/she is special and unique
- help children they are loved and accepted
- help children develop a sense of belonging and/or community
- help children feel secure
- make each child feel important

M. Communication Skills

- open communication is effective and important
- Communication goes two ways

- Encourage children to state how they feel by using “I messages” – State how you feel rather than accusing the other of some kind of wrongdoing or simply putting the other person down.
- give children specific instructions
- role-play helps children practice for actual events

N. Learning Styles – learning styles are different approaches to or ways of learning

- Visual learners think in pictures and learn best from visual displays
- Auditory learners listen to tone of voice and learn best through verbal lectures and discussions
- Tactile learners learn best through touching and hands-on activities.

O. Managing Stress – working with children can sometimes be stressful. Recognize sign of stress and to proactive try to resolve them.

Program Components

1. **Free Play Activity** - activities such as running, jumping, swinging, climbing; equipment for larger muscle development; working with puzzles, crayons, building blocks, play centers and toys.
2. **Creative Activity** - activities and themes to promote child’s cognitive/ psychological development - singing, painting, colouring, dancing, drama, music, arts and crafts, story times.
3. **Self-Directed Activity** - activities involving role playing (family, housekeeping, carpentry, car racing etc.), water and sand play, nature/park, and library time.
4. **Direct Play Activity** - instructor-led activities designed to promote a specific skill or competence to develop large and/or small motor coordination.
5. **Routine and Personal Hygiene Activity** – activities such as dressing, having snack or lunch, nap/rest time, washing hands and washroom procedures.
6. **Group Activity** – activities such as circle time, storytelling, group projects, sensory activities, show and tell, singing, drama, quiet time for reading and rest.
7. **Gymnasium/Playground** – children have access to gym and playground for activities that promote physical development.

Activities are organized to promote emotional, spiritual and intellectual growth of the child. Every activity is designed to contribute to some aspect of the child’s development. The staff is flexible and sensitive in regards to each child’s involvement in the activity. Co-operation rather than competition is stressed in group work, self-expression rather than conformity – in creative activity, and individual problem solving rather than staff teaching – in free play activities. The staff is warm, accepting and supportive in their interaction with children and the delivery of programs. Please see Appendix A for more details about the daily routines.

4. Special Events

Children and their families have the opportunity to be involved in special events and celebrations, such as Thanksgiving, Christmas, Easter, Mother's Day and Father's Day. The staff prepares program for the event together with children, and parents are invited to join in on these special occasions. A newsletter goes home in advance of these events with details as to dates, costumes, and required materials or, if applicable, other requested parent contributions.

5. Parent Orientation

New families to our program can arrange to have tour of our facility. Tour can take place in the morning between 9:00 am to 11:00 am, or in the afternoon between 4:00 pm and 5:00 pm. Parents are welcome to ask as many questions as necessary to help with decision to enroll their children into our program.

6. Abuse and Neglect

Our program staff are required by law to report child abuse and neglect. Please be aware, we DO report suspicious/unexplainable marks we see on children. We only need to suspect child abuse or neglect to make a report, and child welfare will determine if it serious or not.

7. Additional Information for Parents in the Subsidy Program

When you receive your subsidy decision from the Provincial Child Care Office, there is a category listed for allowable absent days. The number in this column is the total number of days that your child may be absent with the subsidy period and still be covered by the subsidy. If your child exceeds that maximum allowable absent days before your subsidy period ends, whether it is due to illness, vacation or other reasons, you are **required to pay the full daily fee** for each day in excess of the number. **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CHILD'S ABSENT DAYS.**

If your child has extended illness, you can obtain a medical certificate verifying the reason for the absence and submit it to your Subsidy Advisor. The Subsidy Office will consider the application for adjustment and will either give back those days or deny your request. **You will be required to pay the full fees before decision is made.** Adjustments will be made to your account when the Centre receives the final word from the Provincial Child Care office as to the status of the day in question.

Section B: PROGRAM REQUIREMENTS

1. Daycare Program

Children from 19 months to school age are able to attend this program. The hours of operation are from 6:30 am to 6:00 pm, Monday to Friday. If a child is not yet toilet trained, parents must provide all necessary supplies, such as diapers and wipes. If a child has other specific needs (for example: sippy cup for drinking) parents are also responsible to supply necessary items.

2. Out of School Care Program

Children in Grades from One to Six are able to attend this program. The hours before school start from 6:30 am and end at 8:25 am. The hours after school start from 3:10 pm and end at 6:00 pm. (except on Thursdays: 11:55 am to 6:00 pm).

3. Waiting List

We have limited number of childcare spaces available. In case of increased demand for childcare, you may be put on a waiting list. The Director will retain your application and call you when an opening becomes available.

4. Childcare during School Breaks

A survey will be conducted prior to each school break (Christmas Break, Spring Break, summer holidays in July and August). The Centre will remain open depending upon the number of children in need of care and the discretion of the Parent Executive Board.

5. Registration Procedure and Fee

A registration form must be completed for each child. This form provides the Centre with important information about your child, such as medical information and emergency contact information in the event that parents cannot be reached or available.

Please notify the Centre **immediately** of any changes to the registration information. This is **extremely important** for the proper care of your child and the safe administration of Center.

An immunization record, AHC, and \$50 one time non-refundable registration fee are required for each child. If a child is absent from the Centre for a period of more than 3 months, a new fee will be required.

Membership Fee

A \$1 dollar membership fee is required per family each September. However, if a parent wishes to withdraw his/her child from the Centre and somehow comes back to enroll his/her child again within the same year, the membership fee will not be voided.

Registration Changes and Renewal

In September, parents will be requested to check their previous year's registration form information to ensure all personal and medical information is accurate and up to date. Any inaccurate information must be corrected, or a new registration form may be completed. The registration form (renewal or new) must be signed and dated to register for the upcoming year.

Section C: PROGRAM FEES

1. Payment of Fees

All fees are paid **in advance** of child care services provided before the 5th day of the month. Fees are subject to change, with 30 days' notice, and based upon the Centre's budget requirements. Fees are reviewed at General Meetings. For current schedule of fees, please see Appendix F.

Fees paid after the 5th day of the month are subjected to a late charge of \$20.00. Non-sufficient funds **(NSF) cheques** will incur a \$50.00 charge.

We reserve the right to withdraw childcare services if fees are in arrears. The child will not be allowed entry into the Centre until fees and penalties have been paid in full. Upon withdrawal of services, the child's space in our Centre will become available for another child.

Special circumstances will be dealt with on a case-by case basis.

2. Refunds

There will be **no refund** of fees. Absences due to illness, vacation, school holiday closure, statutory holidays etc. will **not** result in fee credit, refund or make-up time. Absences of two consecutive weeks without prior notice will result in the child losing their reserved spot for care in the Centre. Please notify the staff if your child will be absent from the Centre and indicate when the child will be expected back.

3. Overtime Charge

Closing time at Centre is 6:00 pm daily. If a child is picked up after the 6:00 pm closing time, the parents are subjected to a **\$20.00 fee for each 5 minutes** (or part thereof) after 6:00 pm. Payment of the fee is to be made to the Director and receipt will be issued.

Parents are encouraged to contact the Centre immediately if they anticipate they will pick up their child after 6:00 pm (i.e. In case of a personal emergency or exceptional circumstance). Repeated late pick-ups may affect continued access to childcare services at the Centre.

4. Summer Program Policy

Parents not wishing to have their children in the Centre's summer program are required to notify the Director by June 1st of each year.

If your child will not attend the Centre for the summer months but is going to commence childcare services effective September 1st of the school year, then a deposit of \$ 200.00 per child for full time childcare or for OSC is required to be paid in advance by July 1st to hold the September 1st spot. The deposit will be deducted from the September childcare fee once the child is in attendance in September.

Children enrolling for part time childcare beginning in September are subjected to a \$ 100.00 deposit and a spot is held for the child, subject to full time enrolment capacity. If the Centre cannot accommodate a child come September 1st than the deposit shall be refunded in full.

No refund of the deposit will be given if written notice that the child will be withdrawn from the Centre (effective September 1st) is not given 30 days prior (by August 1st).

If a client fails to live up to this contract, or any of the agreements made therein, the Pink Elephant Society may pursue court action and will pursue garnishment of wages to recover unpaid fees. All costs incurred, such as NFS cheque penalties, interest charges and court costs, will become the responsibility of you, the client.

Section D: HEALTH AND SAFETY

1. Illness

If your child develops symptoms such as fever, vomiting, or diarrhea within 24 hours of coming to the Centre, the child should stay home. If your child is too ill to go outside or participate in regular activities in the daycare or in school, he/she should not be in the Centre either. Parents will be contacted and asked to remove their child from the Centre if any of the above symptoms occur while in care.

If your child shows symptoms of illness (i.e. fever, lethargy, complaining of pain, etc.) the staff will contact the parents. It is the responsibility of the parents (either themselves or an authorized person) to then make arrangements for the child to be picked up. While we are awaiting the parent's arrival, the staff shall do their utmost to comfort the sick child.

What is an OUTBREAK of Illness?

An outbreak may be suspected in a child care facility when there are **two (2) or more children** **With the same category of symptoms that started within 48 hours of one another.**

Symptoms to watch for:

- Diarrhea / Nausea / Vomiting
- Fever / Rash / Headache / Chills
- Runny Nose / Nasal Congestion
- Cough / Sore Throat / Painful Swallowing
- Shortness of Breath / Difficulty Breathing
- Child Care Workers have an important role in helping control the spread of illness in their child care facility.

Sick parents, staff, or children must not enter the child care space if they have COVID-19 symptoms.

The child care centre must ask parents to **check children's temperatures daily before coming to the program.** Parents should be reminded of this requirement when children are first registered for the child care program, and through visible signage at the entrance to the child care centre.

For reference, the normal temperatures are:

Mouth: 35.5-37.5 degrees Celsius (95.9-99.5 degrees Fahrenheit)

Underarm: 36.5-37.5 degrees Celsius (97.7-99.5 degrees Fahrenheit)

Ear: (not recommended in infants): 35.8-38.0 degrees Celsius (96.4-100.4 degrees Fahrenheit)

2. Communicable Disease

For everyone's safety, no child will be accepted at the Centre if he/she has a communicable disease (i.e. pink eye, measles, whooping cough, chicken pox etc.) This is necessary to prevent the spread of infectious diseases. Parents must have alternative care measures in place, otherwise the parent or the emergency contact person will be notified to pick up the child if he/she shows symptoms of a communicable disease.

Should your child be absent due to a communicable disease you must bring a note from your doctor indicating approval to return to the Centre.

3. Administration of Medicine

The Centre is able to dispense medications to those children requiring medication. The proper form must be completed by the parent prior to any medication being given by staff and all medication must be in the original prescription container. Non-prescription drugs will not be given by the staff except by written request and instructions of parents or physician. We follow the procedure below to meet licencing requirements.

4. Procedure for Administration of Medicine

A license holder may administer or allow the administration of prescribed medication to a child only where:

- The written consent of the parent is obtained.
- The parent or designate must bring the medication directly to the employee responsible for administering the medication.
- Explicit instructions must be given to the employee designated to administer the medication (The medication is administered according to the labeled directions).
- The medication must be in its original container.
- The parent or designate must complete and sign the Medication Chart.

- The staff member must also sign the Medication Chart upon dispensing the medication
- Medication will be returned in the original container to the parent or designate
- Medication will be administered by two (2) staff members
- **Herbal Remedies** must be brought to the centre in its original container and written parental consent, including dosage must be obtained prior to the administration of herbal remedies.

5. Self-Administration of Medicine/Herbal Remedy Policy

All staff who supervise the self-administration of medication must have the required first aid certification. Written parental consent (medication form) indicating dosage, circumstances/symptoms which require the child to use the medication while under the care and supervision of the OSC center. When a child self-administers medication, the child is to advise the staff of their use of the medication prior to his/her self-administration of the medication. The staff is to complete records of this on medication form.

Note: Under no circumstances will medication containers be thrown in the garbage. All medication will be kept in a locked container in the fridge or in a locked container on top of the fridge if it does not need refrigeration.

Information: Parents/Guardians please provide information in writing about when medication and herbal remedies were giving to the child prior to arriving at the centre.

6. Lost Items

Please do not bring toys, personal items etc. from home (except for a stuffed animal for rest time). **We are NOT responsible for things that go missing.**

1. Label all personal property
2. Report lost items immediately
3. Do not leave money or valuables at the Centre

7. Illness

Policy

At the first signs or symptoms of illness i.e. fever, complaining, lethargy, etc. the staff will contact the parents. It is the responsibility of the parents (either themselves or an authorized person) to then make the arrangement for the child to be picked up. While we are awaiting the parent's arrival, the staff shall do their utmost to comfort the sick child. We would appreciate parents taking notes of the following point.

If your child has had a fever, vomiting, or diarrhea within 24 hours of coming to the Centre, the child should stay home. If your child is too ill to go outside or participate in regular activities in the daycare or in school, they should not be in the Centre either. Should your child be absent due to a communicable disease (e.g. pink eye etc.) you must bring a note from your doctor indication approval to return to the Centre.

Parents will be contacted and asked to remove their child from the Centre if any of the above symptoms occur.

8. Accident Procedure

Our procedure for serious accidents is as follows:

1. The child will be treated on the premises, the parents will be notified immediately, and an ambulance called, then the child will be taken to the nearest medical facility where parents will be met in the emergency Room.
2. All accidents shall be reported to the Director or Level II or Level III staff member on duty at the time.
All accidents, incidents and injuries are recorded and discussed with parents upon their arrival at the Centre.

An incident/accident report must be signed by both the parent and the Director.

If your child is not picked up by the time the Centre closes, staff will attempt to reach the emergency contact person indicated on your child's registration form. If we are not able to reach that person, we will call the Edmonton Crisis Unit (780-427-3390) after waiting 1 hour past closing time.

9. Independent Departure

Each parent who wishes their child to leave the centre unescorted by an adult must provide written parental consent prior to the child's release from the Centre. This must include the time of day the child is to leave the Centre, where the child is to go from the Centre, and the method of transportation the child will use. This written consent is retained and filed with the child's registration information. The child will be marked out on the attendance record at the time they leave the Centre and the parent or responsible child are asked to call us when they reach their destination so that we know they arrived safely. Without these procedures, your child will not be allowed to leave the Centre.

10. Emergency Plans

Licensing regulations require the implementation of an Emergency Plan for the Centre. We have a fire drill every month in the Centre in order to train the staff and children for the possibility of an evacuation. We will follow the following procedures in case of an emergency at the Centre.

Evacuation Procedure

1. When the alarm rings, children line up.
2. Staff and children will walk quickly, quietly and directly to the southeast or southwest exit door (See evacuation map in Appendix E).
3. Staff members will check all facility areas to ensure that everyone has evacuated the premises and close windows and doors.
4. Staff and children will walk to the south fence, turn and face the school (they must be at least 30 meters from building).
5. Staff members will take attendance binders and emergency information with them. Roll call is taken.
6. Only when clearance bell rings with the children then walk escorted by staff back into the Centre.

The Director and staff will take children's emergency cards, attendance register and the First aid Kit. The last staff member will turn off the lights and close the door. Primary staff will ensure the safety of all children.

Section E: COMMUNICATION AND DISCIPLINE

1. General Communication

We strive to promote a positive and respectful environment for our staff, all children in our care, and their families. We welcome parents' feedback and we invite families to ask questions and share any ideas. Staff will keep you informed about your child's activities and behaviour on a daily basis. If you want to know about anything in particular the staff will be more than happy to talk to you.

The Centre has a newsletter which is put in your child's locker; also please check your child's locker for any special information notices, permission forms, updates etc. Please check the bulletin boards in the main hallway and Centre entrances for information and reminders.

2. Non-attendance

If your child will not be coming to Centre due to illness, appointments, or any other reason etc. or will be late **please contact the Centre at 780 476-3587**. You may talk to staff directly or leave a message on the answering machine to inform them of your child's non-attendance or late arrival.

3. Complaints

If you have a concern or feel there may be a problem, it is best to deal with it immediately. Complaints at our Centre are dealt with the following manner, and documented appropriately.

Concerns about your child's care:

1. Speak with your child's primary care giver with any concerns or questions you may have about your child's care. The staff member will do their best to respond to your questions and eliminate any concerns.
2. Should the concern require further attention, the parent, staff member and the Director should discuss the matter and come to a resolution.
3. If the concern requires additional attention it can be brought to the attention of the Parent Executive Board.

Concerns about the Centre's policies, fees etc.:

1. Speak with the Director for clarification about policies or expectations of the Centre.
2. If further clarification is needed then the parent may contact any of the Parent Executive Board members for information.

4. Respectful Resolution of Complaints

Relationships at our Centre are based on mutual respect. Abusive language and unfounded accusations will not be tolerated.

5. Child Guidance and Discipline

Our guidance and discipline methods are discussed at the time your child is enrolled at the Centre. The following methods of positive guidance are used successfully at this Centre:

- Setting limits
- Setting standards of behaviour
- Providing explanations
- Providing choices
- Being firm but flexible
- Anticipating the child's needs
- Recognizing child differences in age, temperament and experience
- Removing child from the situation
- Providing reinforcement including encouragement and positive recognition
- Facilitating redirection
- Creating win-win situations

All staff are made aware of these guidance methods.

If staff feels that a child's behaviour is inappropriate, the staff will:

- Explain to the child what the inappropriate behaviour has been
- Listen to and acknowledge the child's anger
- Use calm, firm, and consistent approach when dealing with inappropriate behaviour
- Ensure appropriate consequences for inappropriate behaviour are taken

If a child's behaviour requires a "time out" or being separated from the group, the length of time shall not exceed one minute per age of the child. The staff member involved in disciplining the child, or the Director, will discuss the child's behaviour with the parents as required. The staff will work closely with the parents and child to find a solution.

6. Probationary Period

All children in our Centre are accepted on the basis of a 30 day probationary period. During the probationary period, our Centre reserves the right to terminate care for any child on 24 hours' notice. The circumstances would be extremely serious in nature and would be a joint decision of the Parent Executive Board and the Director.

7. Withdrawal of Services Policy

We reserve the right to withdraw Daycare or Out of School services of any child who is having excessive problems (as determined by staff and the Director). In these instances we will recommend alternatives, to ensure your child receives the care best suited to his or her needs. We reserve the right to withdraw childcare services if the fees are in arrears. The child will not be allowed entry to the facility until fees and penalties have been paid full. Upon withdraw of services the child will lose space to another client. We require written notice, one month in advance for children leaving the centre. If proper notice is not given, a full month's rate will be charged.

Section F: PARENT INVOLVEMENT

Parent participation in Programs

The Centre has an open door policy and parents are welcome to participate in the child's program. Our Centre provides many opportunities for parents to become involved, including:

- Assisting the children during regular program activities
- Attending community walks in the neighbourhood
- Assisting staff and children on field trips
- Decorating in preparation for special events
- Sewing
- Sharing cultural knowledge
- Reading and singing to children
- Helping to clean up
- Attending general meetings for all parents
- Assisting staff in preparing craft activities
- Helping to organize special events
- Sharing their different talents and abilities.

Parents and other volunteers are always under direct supervision and guidance of our staff.

1. General Meetings

We are non-profit daycare, and all parents who have children in our care are considered to be members of the Pink elephant Childcare Society. We have General Meetings in September and June. ALL parents are requested to attend General Meetings to discuss Society business and elect the Parent Executive Board. Your input in decisions affecting the Centre is valued and important. Written notification of the meetings is provided to parents in advance of the meeting dates.

2. Parent Executive Board

As parent-run, non-profit daycare are required to provide leadership and guidance. Parents are needed to volunteer their time to be a member of the Parent Executive Board (i.e. President, Vice-president, Treasurer and Secretary) and to fulfill other roles as required (i.e. Casino Coordinator). Parents in these roles provide direction to help manage issues at General meetings, at board meetings and on an as-needed basis.

3. Casino

As non-profit organization, we rely heavily on the fundraising to manage costs and as means of upgrading, purchasing, repairing and replacing items. The Centre participates in Casino Fundraising. Each family has to volunteer in one of the shifts (one representative per family). Otherwise payment of **\$200.00** will be due for not participating.

Section G: ADDITIONAL INFORMATION

1. Closure of Centre

The Centre is closed on weekends and all statutory holidays. The Centre follows the school calendar for other designated breaks unless otherwise stipulated by the Parent Executive Board.

The Centre will remain open on school Professional Development Days, Faith Development Days and Teacher's Convention. The Center may be open according to financial feasibility as determined by survey for the duration of Christmas Break, Spring Break.

2. Transportation

It is the practice of the Pink Elephant Childcare Society to have parents fully responsible for the transportation of their children to and from the centre. The childcare staff does not pick up children from different schools arriving on school buses.

The method of transportation used by the Centre for field trips for all children in the daycare and OSC will be as follows:

1. Edmonton Transit System
2. Chartered Yellow School Bus

The staff and parents **will not** use their vehicles to transport children. Children will receive instruction regarding transit safety and behaviour.

3. Lost items

Please do not bring toys, personal items etc. from home (except for a stuffed animal for the rest time). We cannot be responsible for items that go missing. We ask that our families:


1. Label all personal property
2. Report lost items immediately
3. Do not leave money or valuables at the centre

We are also not responsible for the lost Show and Tell items that were brought by children

Appendix A – Daycare Room

DAILY ROOM SCHEDULE/ROUTINE

TIME	DAILY ROUTINE
6:30 – 7:30	Self-directed play
7:30 – 8:30	Wash hands and breakfast
	<ul style="list-style-type: none"> ✓ Breakfast is still served even after 8:30 a.m. ✓ Table top play (children who prefer not to eat breakfast)
8:30 – 9:15	Free play (all centre play areas are open)
9:00 – 9:20	Reading books, Singing songs or Dancing
9:20 – 9:45	Arts and crafts Cooking or baking (once a month)
9:45 – 10:00	Clean up, washroom and preparation for outdoor activities
10:00 – 11:00	Outdoor play (if weather permits)
11:00 – 11:10	Hand washing/change outdoor gears to indoor gears
11:10 – 11:25	Circle time and reading time
11:10	Ukrainian Kinder Dismissal
11:15 – 11:45	Wash hands and Lunch time
11:45 – 12:00	Washroom break
12:00 – 2:00	Nap time
12:05 – 2:00	Non-nappers are directed to go to the other room for arts and crafts, reading, drawing, coloring, cutting, and outdoor play.
TIME	DAILY ROUTINE
2:00 – 2:10	Toileting, hand washing, kids from other room go back to Kindergarten room and Toddlers and Young Preschoolers go to Toddlers' room
2:10 – 2:35	Self-directed play or Open-ended play

2:35 – 2:45	Wash hands and toileting
2:45 – 3:15	Snack time
3:15 – 3:30	Wash hands and Toileting
3:30 – 4:45	Outdoor Activities (weather permits) or Gym Activities
5:00 – 6:00	<p>Prepare to go inside (if children played outside)</p> <p>Wash hands, table top games, puzzles, coloring, etc., and prepare to go home</p> <ul style="list-style-type: none"> • Children who wishes to eat snack will be provided with light snack
2:30 – 3:00	 Music and Movement twice a month only by: Dawn

Appendix B – English Kindergarten & OUT-OF-SCHOOL ROUTINE

Mondays, Tuesdays, Wednesdays and Fridays

6:30 – 8:20 AM	Self-selection of learning Centres (free play), table top activities, homework, arts and crafts, reading or physical activities Wash hands Breakfast time (self-serve or can be assisted if needed)
8:15 – 8:25 AM	Outside play for children with permission slip
8:20 AM	Clean up time and get ready for school
8:25 AM	Children go to school
3:10 PM	School dismissal
3:10 – 3:20 PM	Check attendance, discussion of today's activities, wash hands
3:20 – 3:40 PM	Afternoon snack time
3:20 – 6:00 PM	Self-directed play Activities include: <ul style="list-style-type: none"> • All play centres are open • Music and dance • Arts and crafts • Outdoor physical activities play (if weather permits) • Indoor physical activities play (gymnasium) • Homework • Science experiments or baking/cooking time • Discussion and learning about monthly theme or weekly theme

- Encourage children to have at least 2 hours of physical activities per day.

Thursdays

6:30 – 8:20 AM	Self-selection of learning Centres (free play), table top activities, homework, arts and crafts, reading or physical activities Wash hands Breakfast time (self-serve or can be assisted if needed)
8:15 – 8:25 AM	Outside play for children with permission slip
8:20 AM	Clean up time and get ready for school
8:25 AM	Children go to school
11:58 AM	Early School Dismissal

12:00 – 12:15	Check attendance Discussion of today's activities and wash hands
12:15 – 12:45	Lunch and wash hands
12:45 – 2:30	Weekly meeting with children Self-directed play Clean up their own cubbies Activities include: <ul style="list-style-type: none"> • All play centres are open • Music and dance • Arts and crafts • Outdoor physical activities play (if weather permits) • Indoor physical activities play (gymnasium) • Homework • Science experiments or baking/cooking time • Discussion and learning about monthly theme or weekly theme • Electronics day (for 30 minutes only – please refer to New Technology and Social Media Policy)
2:30 -3:00	Book reading to Daycare children Puppet show to Daycare children (complimenting the weekly or monthly theme or choice of their own)
3:00 – 3:30	Wash hands Afternoon snack time
3:30 – 6:00	Self-directed play Activities include: <ul style="list-style-type: none"> • All play centres are open • Music and dance • Arts and crafts • Outdoor physical activities play • Indoor physical activities play • Homework • Science experiments or baking/cooking time

- Encourage children to have at least 2 hours of physical activities per day.

Non-School Days (P.D Days, Christmas Break, Spring Break)**Thursdays Schedule / during P.D. days / School breaks**

6:30 – 8:30 AM	Self-selection of learning Centres (free play), table top activities, arts and crafts, reading or physical activities Wash hands Breakfast time (self-serve or can be assisted if needed)
8:30 – 11:00 AM 11:45 – 2:45 PM	Activities include: <ul style="list-style-type: none"> • All play centres are open • Music and dance • Arts and crafts • Outdoor physical activities play • Indoor physical activities play • Science experiments or baking/cooking time • Discussion and learning about monthly theme or weekly theme • Electronics day (for 30 minutes only – please refer to New Technology and Social Media Policy)
11:00 – 11:15 AM	Wash hands, clean up time
11:15 – 11:45 AM	Lunch
2:45 – 3:00	Wash hands and clean up time
3:00 – 3:20	Afternoon snack time
3:20 – 6:00	Self- directed play, outdoor play, gymnasium play

- Encourage children to have at least 2 hours of physical activities per day.

Appendix C – EVACUATION MAP (copy will be given in person)

Appendix D – FEE SCHEDULE (New Fee starting February 2022)

Pre-Kindergarten Program

5 days per week, 6:30 a.m. to 6:00 p.m.

- Full Time \$ 920.00 per month
- Part Time over 3 years old (Max. 20h/week) \$ 494.00 per month
- Hourly Rate \$ 22.00 per hour

Kindergarten Program (*English and Ukrainian*)

5 days per week, 6:30 a.m. to 6:00 p.m. excluding school Kindergarten hours

(Ukrainian)

- Full Time \$ 920.00 per month
- Part Time (Max. 20h/week) \$ 494.00 per month
- Hourly Rate \$ 22.00 per hour

(English)

- Full Time \$ 645.00 per month
- Part Time (Morning only) \$ 350.00 per month
- Part Time (Afternoon only) Max.20hrs/week \$ 494.00 per month

➤ **Part Time is maximum 20 hours per week**

Toddler Program (19 mos-3 years old)

5 days per week, 6:30a.m.to 6:00 p.m.

- Full Time \$970.00 per month
- Part Time (Max. 20h/week) \$520.00 per month
- Hourly Rate \$27.00 per hour

Out-of-School Care (OSC) Program (September to June)

5 days per week, 6:30 a.m. to 8:30 a.m., afternoon 3:15 p.m. to 6:00 p.m.
(Thursdays 11:55 a.m. to 6:00 p.m.)

- Part time (Morning Only) \$ 240.00 per month
- Part time (Afternoon Only) \$ 390.00 per month
(Includes Thursdays afternoons)
- Full time \$ 535.00 per month

Drop-In Rates – subject to availability

- Hourly \$ 15.00 per hour
- ***OSC Summer fees will be finalized on June 2022 General Meeting.***

Notes:

1. Full time childcare fee include school breaks and professional Development (PD) days.
2. Part-time and drop in program fees do not include PD days and school breaks.
3. Drop-in hourly rates are limited to a maximum of 12 hours per month, after which child must be registered in full or part-time care.
4. Non- subsidized families who enroll more than one child in our programs receive a 10% discount for the 2nd child and other additional children.
5. Subsidized families are not eligible to receive a discount.

COVID-19 PANDEMIC:

New Policy and Procedures to enter the centre:

Screening questionnaire for children coming into the centre

If parents want to come into the centre they must:

WEAR a MASK

Sanitize Hands

Maintain Social Distancing

EMERGENCY PROCEDURES:

In case of a LOCK DOWN

If the lock down is due to a report of someone outside the school (stranger),

Have all the children sit on the floor

Close all window blinds

Ensure your classroom door is locked Alberta Health Services Regulation for EMERGENCY PROCEDURE

Keep your class list of phone numbers close by

Evacuation: (with FIRE Alarm)

Keep children calm

Evacuate to an onsite as per Fire Alarm Procedure

Take your class list of phone numbers

Close windows and doors and leave unlocked and Turn off the lights

Relocation:

Relocate children to Archbishop O'Leary High School

Make sure all children are removed from Day are

Take your class emergency card and attendance sheet

Notify all parents to pick up their child as soon as possible

Person in charge must call Licencing department

Tel: 780-422-9752

Fax: 780-422-5692

Person in charge must fill incident report and send to Alberta Social Services Licencing Department.

POWER OUTAGE Must be Reported Immediately

If theres an outage due to Thunderstorms, Lightning or Heavy Snow Storm as advertised from Media (Radio, TV, Alert System)

Call Social Services Tel: 780-422-9752 Fax: 780-422-5692

Call Edmonton Catholic School Lease Department 780-441-6070

Keep children together safely in each room

If the Fire Alarm is ON call TELSCO 780-424-6971

Call all parents to pick up their children as soon as possible

Fill up Incident Report and send it to Licencing Tel: 780-422-9752 Fax: 780-422-5692

ALERT

If a strange someone is in the neighborhood and this information comes from EPD, St. Mathew School, Community or neighbors

Call 911 and tell them what you heard

Call the School Tel: 780-473-6575

Call Social Services Licencing Tel: 780-422-9752 Fax: 780-422-5692

Lock the Doors

Don't let anyone in until the situation is clear

Turn off Lights Close Window Blinds Close classroom Door

Keep children SAFE

Inform Licencing Department

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